

Each year by March 1, employers subject to federal jurisdiction must submit three annual reports to the Labour Program. These reports are for the period from January 1 to December 31 of the previous calendar year.

[Annual Workplace Committee Report \(LAB1058\)](#)

Employers in industries under Federal jurisdiction use this form to report annually the activities of their organization's Health and Safety Committee.

The chairperson selected by the employer's representatives on the committee will record data for the number of:

- meetings
- complaints
- refusals to work
- inquiries, investigations and inspections
- programs, measures and procedures
- hazards identified
- injuries and time lost

[Employer's Annual Hazardous Occurrence Report \(LAB1009\)](#)

The Employer's Annual Hazardous Occurrence Report must reference:

- number of disabling injuries
- number of deaths
- number of minor injuries
- number of other hazardous occurrences
- total number of employees
- number of office employees
- total number of hours worked
- workplace status (active/inactive)
- date status became inactive, if applicable

[Employer's Annual Harassment and Violence Occurrence Report \(LAB1206\)](#)

This annual report must include the following information relating to occurrences of harassment and violence for which a notice of occurrence was provided to the employer (designated recipient) under subsection 15(1) of the Work Place Harassment and Violence Prevention Regulations in the previous calendar year:

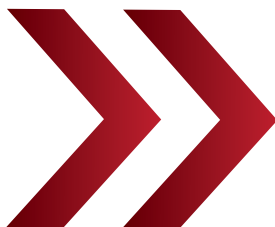
- the total number of occurrences
- the number of occurrences that were related, respectively, to sexual harassment and violence and non-sexual harassment and violence
- the number of occurrences that result in the death of an employee
- if known, the number of occurrences that fell under each prohibited ground of discrimination set out in subsection 3(1) of the Canadian Human Rights Act (such as, Race, National or Ethnic Origin, Colour, Religion, Age, Sex, Sexual Orientation, Gender Identity or Expression, Marital Status, Family Status, Disability, Age or Conviction for which a pardon has been granted or a record suspended)
- the locations where the occurrences took place, specifying the total number of occurrences that took place in each location (such as, work places controlled by the employer, off-site work places that are not controlled by the employer, when on travel status of other)
- the types of professional relationships that existed between the principal and responding parties, specifying the total number for each type
- the means set out in section 32 of the Work Place Harassment and Violence Prevention Regulations by which resolution processes were completed and, for each of those means, the number of occurrences involved, and
- the average time, expressed in months, that it took to complete the resolution process for the occurrence by negotiation resolution, conciliation, investigation, work place assessment or when the principal party could not be identified

[Click here for directions on how to submit the annual forms](#)

Do you need more information? RPM can help!

You may be interested in taking our Incident Reporting and Investigation Techniques course, or Hazard Identification and Risk Control. Both of these courses are offered online (make sure you create an RPM account first) and are free to those registered in the RPM program.

Not yet registered in the RPM program? Today is a great day to get started!



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